



Off Campus Student Activity - Class

By definition, off campus student activity/travel is any **off campus activity/travel** that **involves EMCC students, is organized/sponsored by EMCC and is for a specific date, time and place.**

- The primary faculty is required to accompany the students on the off campus student activity
- Submit this form to the appropriate Division Chair and Dean at least two weeks prior to the activity
- Off campus student activity within Maricopa County that has expenses OR is outside of Maricopa County will also require a FMS Travel Authorization
- Any class related off campus student activity cannot occur out of state
- Non-students may **NOT** participate in the off campus student activity

Class Activity Details:

Primary Faculty Name _____ Primary Faculty Cell Phone _____
 Class Name and # _____ Section: _____ # of Students _____
 Class Time: _____ AM PM To _____ AM PM Class Days M T W R F S

Alternate Assignment: Has an alternate assignment been provided for students who are unable to attend this activity, if activity is scheduled outside of regular class time. Yes No NA

Assumption of Risk & Release of Liability: Forms have been completed for all students: Yes No

Activity Date: _____ **Departure Time:** _____ AM PM **Return Time:** _____ AM PM

Activity Schedule: (Check all that apply)

- | | |
|---------------------------|-----------------------|
| Students meet at EMCC | Campus vehicle used |
| Students meet at location | Personal vehicle used |

Activity Location:

Maricopa County In state – Outside Maricopa County

Destination: _____
 Address: _____

Description: _____

What will students learn from this activity? _____

Describe how this activity will enhance your class: _____

Expenses: (Check all expenses that apply)

- | | | |
|-----------------------|---------------------------|---------|
| No Expense | Entrance/Registration Fee | Parking |
| Ground Transportation | Other: _____ | |

Total Expenses: \$ _____



Off Campus Student Activity - Class

EMC10		EMMAINCA							
GLBU	Account	Operating Unit	Fund	Dept	Function	<i>DSTWD</i>	<i>Project</i>	<i>Activity</i>	<i>Source</i>
----- CHARTFIELD STRING -----						----- GRANTS FIELDS -----			

Approval Signatures:

Primary Faculty: _____ Date: _____
 Division Chair: _____ Date: _____
 Dean: _____ Date: _____

Off Campus Student Activity/Travel Requirements:

- The primary faculty is required to accompany the students on the off campus student activity and must be present throughout the entire duration of the activity
- Only **students** can participate in the off campus student activity/travel. Student means all persons who are registered for classes, or otherwise entered into any other contractual relationship with MCCC/EMCC
- **Non-students** may **NOT** participate in the off campus student activity/travel. Non-students include: significant other of chaperone or student, children of chaperone or student, family/friends of chaperone or student
- Any class related off campus student activity cannot occur out of state
- Review all requirements and process at: <https://www.estrellamountain.edu/employees/travel/student-travel>

Alternate Assignment: If student is unable to attend off campus student activity, the faculty should provide an alternate assignment if activity is scheduled outside of regular class time.

Assumption of Risk & Release of Liability (AOR): An AOR is required for each student attending the activity and copies are required to be maintained by the division.

What will students learn from this activity: Describe what students will learn from this off campus student activity.

Describe how this activity will enhance your club/organization/group: Is the off campus student activity a necessary component of your club/organization? If not, explain how it will enhance your club/organization.

Funding: Off campus student activity with expenses must be budgeted/earned/revenue received and approved by the appropriate administrator prior to completion of this form.

Approval Timeline for Off Campus Student Activity/Travel

- **Within Maricopa County** - a minimum of two (2) weeks prior to departure date
- **In State - Outside Maricopa County** - a minimum of three (3) weeks prior to departure date

FMS Travel Authorization: Off campus student activity/travel within Maricopa County that has expenses OR is outside of Maricopa County will also require a FMS Travel Authorization. The FMS Travel Authorization will **require FMS approval and will add additional weeks to approval timeline.**

Review:

1. All sections of form have been completed
2. Class/student roster with phone numbers is attached
3. Assumption of Risk & Release of Liability form for all students is complete
4. All signatures are on the Off Campus Student Activity form
5. Submit FMS Travel Authorization if activity has expenses OR is in state - outside of Maricopa County